



Application Form

Name of facility*

Name of parent company (if any)

Street address

Street address (cont.)

City/State/Zip code

Give us information about your contact person for the
National Environmental Performance Track Program.

Name *Mr./Mrs./Ms./Dr.* _____

Title _____

Phone _____

Fax _____

E-mail _____

Facility/Company Website _____

*If you are applying for multiple facilities, you must call 1-888-339-PTRK (7875).

Why do we need this information?

EPA needs background information on your facility to evaluate your application.

What do you need to do?

- Provide background information on your facility.
- Identify your environmental requirements.

Section A

Tell us about your facility.

1 What do you do or make at your facility?

2 List the North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.

NAICS

3 Does your company meet the Small Business Administration definition of a small business for your sector?

☐ Yes ☐ No

4 How many employees (full-time equivalents) currently work at your facility? If you checked "Yes" in question 3 and have fewer than 50 employees at your facility, then you are considered a "small facility" by the Performance Track program.

- ☐ Fewer than 50
- ☐ 50-99
- ☐ 100-499
- ☐ 500-1,000
- ☐ More than 1,000

5 Complete the Environmental Requirements Checklist on pages 32-38 of the instructions and enclose it with your application.

Section A, continued

- 6 Optional: Is there anything else you would like to tell us about your facility? Do you participate in other voluntary programs at the local, tribal, State, or Federal level?

Section B

Tell us about your EMS.

Why do we need this information?

Facilities need to have an operating Environmental Management System (EMS) that meets certain requirements.

What do you need to do?

- Confirm that your EMS meets the Performance Track requirements.
- Tell us if you have completed a self-assessment or have had a third-party assessment of your EMS.

Read the EMS requirements on page 9-12 of instructions. Tell us if your EMS meets these requirements for:

- | | | | |
|---|--------------------------------------|------------------------------|-----------------------------|
| 1 | Environmental policy _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | Planning _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | Implementation and operation _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | Checking and corrective action _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | Management review _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- | | | | |
|---|--|------------------------------|-----------------------------|
| 6 | Have you done a comprehensive review of all activities conducted at your facility that could impact the environment? (i.e., have you done an aspect analysis?) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|--|------------------------------|-----------------------------|

- | | | | |
|---|--|------------------------------|-----------------------------|
| 7 | Have you classified your aspects based on their potential harm to the environment, on community concerns, and/or on other objective factors? (i.e., have you determined your significant aspects?) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|--|------------------------------|-----------------------------|

- | | | | |
|---|--|--|--|
| 8 | When did you last update your aspect analysis? (mo/yr) _____ | | |
|---|--|--|--|

- | | | | |
|---|--|------------------------------|-----------------------------|
| 9 | Have you completed at least one EMS cycle (plan-do-check-act)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|--|------------------------------|-----------------------------|

- | | | | |
|----|--|------------------------------|-----------------------------|
| 10 | Did this cycle include both an EMS and a compliance audit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|----|--|------------------------------|-----------------------------|

- | | | | |
|----|--|------------------------------|-----------------------------|
| 11 | Have you completed an objective self-assessment or third-party assessment of your EMS? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|----|--|------------------------------|-----------------------------|

If yes, what method of EMS assessment did you use?

Self-assessment

☐ GEMI

☐ CEMP

☐ Other _____

Third-party assessment

☐ ISO 14001 Certification

☐ Other _____

Section C

Tell us about your past achievements & future commitments.

Why do we need this information?

Facilities need to show that they are committed to improving their environmental performance. This means describing past achievements and making future commitments.

What do you need to do?

Refer to the Environmental Performance Table in the Instructions to answer Parts 1 and 2.

Part 1 You must report past achievements for at least two environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of the Instructions. Please quantify each of your aspects using the units listed for that aspect in the Environmental Performance Table. If you have questions about listing your past achievements under the aspects given, call the PTrack Information Hotline at 1-888-339-PTRK.

Note to small facilities: If you are a small facility, you must report past achievements for only one environmental aspect.

First achievement

1	What aspect have you selected from the Table on page 29-31?		
2	What units are you using to quantify this aspect? (See Table, page 29-31.)		
		PAST	CURRENT
3	List the past annual quantity of the aspect (from two years ago) and the current annual quantity of the aspect (from the most recent year for which you have data).		
4	What are the years for which you are reporting these quantities?		
5	Estimate your past normalizing factor (Page 18 of the Instructions will help you calculate this.)		1.0
6	What is your normalizing factor based on (e.g., production, employment)?		
7	You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?		

Section C, continued

Second achievement

1	What aspect have you selected from the Table on page 29-31?		
2	What units are you using to quantify this aspect? (See Table, page 29-31.)		
		PAST	CURRENT
3	List the past annual quantity of the aspect (from two years ago) and the current annual quantity of the aspect (from the most recent year for which you have data).		
4	What are the years for which you are reporting these quantities?		
5	Estimate your past normalizing factor. (Page 18 of the Instructions will help you calculate this.)		1.0
6	What is your normalizing factor based on (e.g., production, employment)?		
7	You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?		

Part 2 You must make future commitments for at least four environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of the Instructions. The aspects you select for your future commitments should be related to the objectives and targets in your EMS. Where possible, they also should be identified as having a significant environmental impact in your EMS. No more than two of your aspects can be from the same environmental category. If you're not sure how your objectives and targets fit into our aspects or whether your aspects are significant, call the PTrack Information Hotline at 1-888-339-PTRK.

Once you have chosen your four environmental aspects, then fill in all the necessary information for these aspects in the tables on pages 7-10 of this form. Please quantify each of your aspects using the units listed for that aspect in the Environmental Performance Table. Each table that you must fill in corresponds to one of the environmental aspects you have chosen.

We will assume that your performance commitments are based on a constant production or employment level. If you would like to base your commitment on changing production or employment, please fill out optional questions 6a and 6b.

Note to small facilities: If you are a small facility, you must report future commitments for only two environmental aspects.

Section C, continued

First commitment

1	What aspect have you selected from the Table on pages 29-31?		
2	What units are you using to quantify this aspect?		
3a	Is this aspect considered significant in your EMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3b	If no, please explain why you believe this aspect should be included as a performance commitment.		
		CURRENT	FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in PerformanceTrack.		
5	What are the years for which you are reporting these quantities?		
6a	(Optional) Estimate your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?		
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?		
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.		

Section C, continued

Second commitment

1	What aspect have you selected from the Table on pages 29-31?		
2	What units are you using to quantify this aspect?		
3a	Is this aspect considered significant in your EMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3b	If no, please explain why you believe this aspect should be included as a performance commitment.		
		CURRENT	FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in PerformanceTrack.		
5	What are the years for which you are reporting these quantities?		
6a	(Optional) Estimate your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?		
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?		
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.		

Section C, continued

Third commitment

1	What aspect have you selected from the Table on pages 29-31?		
2	What units are you using to quantify this aspect?		
3a	Is this aspect considered significant in your EMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3b	If no, please explain why you believe this aspect should be included as a performance commitment.		
		CURRENT	FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.		
5	What are the years for which you are reporting these quantities?		
6a	(Optional) Estimate your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?		
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?		
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.		

Section C, continued

Fourth commitment

1	What aspect have you selected from the Table on pages 29-31?		
2	What units are you using to quantify this aspect?		
3a	Is this aspect considered significant in your EMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3b	If no, please explain why you believe this aspect should be included as a performance commitment.		
		CURRENT	FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in PerformanceTrack.		
5	What are the years for which you are reporting these quantities?		
6a	(Optional) Estimate your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?		
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?		
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.		

Section D

Tell us about your public outreach and reporting.

Why do we need this information?

Facilities need to demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

What do you need to do?

- Describe your approach to public outreach.
- List three references who are familiar with your facility.

1 How do you identify and respond to community concerns?

2 How do you inform community members of important matters that affect them?

3 How will you make the Performance Track Annual Performance Report available to the public?

☐ Website www.

☐ Newspaper

☐ Open Houses

☐ Other

Section D, continued

- 4 Are there any ongoing citizen suits related to environmental issues against your facility?

☐ Yes ☐ No

If yes, describe briefly in the right-hand column.

- 5 List references below.

	Organization	Name	Phone number
Representative of a community/citizen group			
State/tribal/local regulator			
Other community/local reference (e.g., emergency management official or business associate)			

Section E

Application and Participation Statement

On behalf of _____
[my facility],

I certify that

I have read and agree to the terms and conditions for Application and Participation in the National Environmental Performance Track, as specified in the *National Environmental Performance Track Program Guide* and in the *Application Instructions*;

- I have personally examined and am familiar with the information contained in this Application, including the Environmental Requirements Checklist. The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;
- My facility has an environmental management system (EMS), as defined in the Performance Track EMS requirements, including systems to maintain compliance with all applicable Federal, State, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- My facility has conducted an objective assessment of its compliance with all Federal, State, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;
- Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable Federal, State, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date _____

Printed Name/Title Mr./Mrs./Ms./Dr.

Phone Number/E-mail _____

Facility Name _____

Facility Street Address _____

City/State/Zip Code _____

The National Environmental Performance Track is a U.S. Environmental Protection Agency program. Please direct inquiries to 1-888-339-PTRK (7875) or e-mail ptrack@indecon.com.

To submit your application:

- 1) E-mail the completed application to ptrack@indecon.com,
and
- 2) Fax the completed and signed Section E (**not** the entire application) to
(617) 354-0463.

If you cannot e-mail the application, mail a hard copy of the entire completed application to:

The Performance Track Information Center
c/o Industrial Economics Incorporated
2067 Massachusetts Avenue
Cambridge, MA 02140

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